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**Public Call for post of  
ICT OFFICER  
with the European Union Programmes Agency (EUPA)**

Jobsplus Permit number: 496/2026

## 1. Post of ICT Officer

- 1.1 The selected candidate will enter into an indefinite contract with EUPA, subject to a probationary period of one (1) year. Unsatisfactory performance during the probation period will lead to termination of the employment contract.
- 1.2 The salary attached to the post of a full-time ICT Officer is equivalent to €28,996 (starting salary) per annum, with Collective Agreement increase and increment reaching a maximum salary of €40,810. Responsibility Allowance of €3,500 per annum and an annual Performance Bonus also apply.

## 2. Deadline and submission for applications

- 2.1 Applicants are required to submit:
  - 2.1.1 Motivation letter;
  - 2.1.2 Curriculum Vitae (preferably in Europass format);
  - 2.1.3 Clean Certificate of Conduct (refer to Clause 5.3 of this document).
- 2.2 Applications by e-mail are to be sent to **hr.eupa@gov.mt** by not later than the **12<sup>th</sup> July 2026**.
- 2.3 Late applications, received after the deadline, will not be considered.

## 3. Acknowledgement of applications

- 3.1 Applications received via e-mail shall be acknowledged via the same sending e-mail address.



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## 4. Job Description - overall responsibilities, key duties and reporting line

### Duties and responsibilities

- Provide first and second line ICT support to staff on hardware, software, connectivity and access issues;
- Provide day-to-day operational support for the organisation's ICT infrastructure, including servers, networks, cloud-based platforms, and end user devices;
- Support the ICT Manager in administering licence-based software systems, ensuring optimal performance, availability, and compliance with licensing terms;
- Assist in the configuration, deployment, and maintenance of the Agency's ICT equipment;
- Monitor system performance and escalate issues to the ICT Manager or external service providers;
- Maintain accurate records of software licences, subscriptions, renewals, and user allocations;
- Ensure compliance with software licensing agreements, procurement and audit requirements;
- Assist in the evaluation, testing, and implementation of new ICT systems and licensed solutions;
- Liaise with service providers regarding faults, upgrades, renewals, and support tickets;
- Support users in the effective use of applications and standard office productivity tools;
- Assist the ICT Manager in preparing and maintaining user accounts and access rights;
- Assist in producing basic user guides, FAQs, and internal ICT documentation where required;
- Assist in implementing and enforcing ICT security controls, policies, and procedures, including password management, device security, and data protection measures;
- Report and assist in the investigation of ICT incidents, security breaches, or data loss events;
- Assist in the technical evaluation of ICT-related procurement, including hardware, software licences, and support services;
- Maintain up-to-date ICT asset registers for the Agency's ICT equipment and software;
- Support lifecycle management of ICT assets, including deployment, reassignment and disposal;
- Support internal and external audits by providing relevant ICT information and documentation;
- Keep abreast of developments in ICT best practices, particularly in relation to cloud-based and licence-driven solutions;
- Liaise with relevant stakeholders as necessary;
- Participate in meetings, training and conferences, locally and abroad, as necessary, and take minutes;
- Carry out any other duties as assigned by the National Coordinator or his/her representative;
- Any other duties as directed by the Permanent Secretary of the respective Line Ministry.

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## Lines of Communication

Reports to: ICT Manager

## 5. Eligibility of Applicants

### 5.1 Citizenship

By the closing time and date of this call for applications, applicants must be:

- a) citizens of Malta; or
- b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or
- f) in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` should be sought as necessary in the interpretation of the above provisions.**



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The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

## 5.2 Academic qualification, experience and proficiencies

- In possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS as recognised by MQRIC by means of an MQRIC formal recognition statement) in Computing and/or ICT, or a recognised comparable professional qualification OR in the process of obtaining the recognised qualification at MQF level 5 or equivalent within 6 months from publication of the call; OR three (3) years relevant work experience and with a recognised Computing or ICT Certification at MQF Level 4 (with a minimum of 60 ECTS/ECVETS credits) or a recognised comparable professional qualification as recognised by MQRIC.
- Proficient in the Maltese\* and English Language;
- Ability to communicate technical issues clearly to non-technical users;
- Ability to work independently while adhering to established procedures and controls;
- Familiarity with licence-based software models, including subscription and cloud-based services;
- Basic understanding of networking concepts, user access management, and endpoint security;
- Experience with helpdesk systems, remote support tools, and standard office productivity suites will be considered an asset;
- Able to work in a team environment.

\*Should the successful candidate not be proficient in the Maltese language, he/she will be obliged to successfully complete a Maltese Language Course to acquire proficiency in the use of the Maltese language prior to the termination of the probation period.

## 5.3 Good moral Character

Applicants must be of good moral character.

Applicants who are already in the Public Service must produce a Service and Leave Record Form (GP 47).

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Applicants from outside the Public Service must produce a clean Certificate of Conduct issued by the Police not earlier than six (6) months from the closing date of this call for applications.

## 6. Submission of recognition statements in respect of qualifications

6.1 With the exception of those qualifications referred to in articles 6.2 and 6.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education Authority (MFHEA), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>.

A copy of this statement should be submitted with the application and the original presented at the interview.

6.2 Prior to requesting recognition statements as per article 6.1 above in respect of their qualifications, candidates should first consult the “List of Licensed Providers and Accredited Programmes” of the MFHEA which can be accessed on <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. Applicants are exempt from submitting a recognition statement as mentioned in article 6.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

6.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: ‘The Malta Further & Higher Education Authority deems this certificate to be MQF \_\_\_’.

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## 7. Selection of candidates, publication of results and petitions on the results

- 7.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 7.2 Candidates must provide an original, official identity document (identity card or passport) for verification at the interview.
- 7.3 Candidates must invariably produce original certificates for verification at the interview.
- 7.4 The result of the interview will remain valid for a period of two (2) years from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.
- 7.5 Petitions objecting to the result are to be submitted by email at [hr.eupa@gov.mt](mailto:hr.eupa@gov.mt). Petitions are to reach the European Union Programmes Agency within ten (10) working days from the date of publication of the results of selection.

## 8. Reasonable accommodation for registered persons with disability

- 8.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.
- 8.2 Representations in terms of this clause should be supported with relevant documents which must also include documentary evidence of registration with the KNPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the National Coordinator - EUPA and copied to the KNPD.

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## 9. Medical Examination

- 9.1 The selected applicant may be required to take a medical examination to ascertain that he/she is fit for the post.

## 10. Retention of Documents

- 10.1 All other applications will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a petition connected with this call for applications has been filed).

*Version no: 2026-V1-ICTO*

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**Sejha Pubblika għall-kariga ta'  
UFFIĊJAL TAL-ICT  
mal-Aġenzija tal-Programmi tal-Unjoni Ewropea (EUPA)**

Jobsplus Permit number: 496/2026

## 1. Post ta' Uffiċjal tal-ICT

- 1.1 Il-kandidat magħżul jidhol f'kuntratt indefinit mal-EUPA, soġġett għal perjodu ta' prova ta' sena. Prestazzjoni mhux sodisfaċenti matul il-perjodu ta' prova twassal għat-terminazzjoni tal-kuntratt tax-xogħol.
- 1.2 Is-salarju marbut mal-post ta' Uffiċjal tal-ICT fuq bażi *full-time* huwa ekwivalenti għal €28,996 fis-sena (salarju tal-bidu), b'żieda skont il-ftehim kollettiv, li jilhaq massimu ta' €40,810. Il-persuna magħżula tkun intitolata wkoll għal *Responsibility Allowance* ta' €3,500 fis-sena u *Performance Bonus* annwali.

## 2. Skadenza u sottomissjoni għall-applikazzjonijiet

- 2.1 L-applikanti huma mitluba jissottomettu:
  - 2.1.1 Ittra ta' motivazzjoni;
  - 2.1.2 *Curriculum Vitae*, (preferibbilment fil-format Europass);
  - 2.1.3 Ċertifikat tal-Kondotta (ara Klawnsola 5.3 ta' dan id-dokument).
- 2.2 Applikazzjonijiet mibgħuta bil-posta elettronika (*email*) għandhom jintbagħtu lil **hr.eupa@gov.mt** sa mhux aktar tard mit-**12 ta' Lulju 2026**.
- 2.3 Applikazzjonijiet tard, li jaslu wara d-data tal-iskadenza, ma jiġux ikkunsidrati.



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### 3. Rikonoxximent tal-applikazzjonijiet

3.1 Applikazzjonijiet mibghuta permezz tal-posta elettronika jiġu rikonoxxuti permezz tal-istess indirizz tal-posta elettronika li jkunu ntbagħtu minnu.

### 4. Deskrizzjoni tax-xogħol - responsabbiltajiet generali, dmirijiet ewlenin u linja ta' rappurtagġ

#### Dmirijiet u responsabbiltajiet

- Tipprovdi appoġġ fit-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) lill-persunal dwar kwistjonijiet ta' *hardware, software*, konnettività u aċċess;
- Tipprovdi appoġġ waqt l-operat ta' kuljum għall-infrastruttura tat- teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) tal-organizzazzjoni, inklużi *servers, networks*, pjattaformi bbażati fuq il-cloud, u apparat tal-utenti;
- Tappoġġja lill-Maniġer tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) fl-amministrazzjoni ta' sistemi ta' *software* liċenzjat, filwaqt li tiżgura prestazzjoni mill-aqwa, disponibbiltà, u konformità mat-termini tal-liċenzjar;
- Tgħin fil-konfigurazzjoni, l-użu, u l-manutenzjoni tat-tagħmir tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) tal-Aġenzija;
- Timmonitorja l-prestazzjoni tas-sistema u jeskala l-kwistjonijiet mal-Maniġer tal-tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) jew lil fornituri ta' servizzi esterni;
- Iżżomm rekords preċiżi tal-liċenzji tas-*software*, l-abbonamenti, it-tiġdid, u l-allokazzjonijiet tal-utenti;
- Tiżgura konformità mal-ftehimiet ta' liċenzjar tas-*software*, ir-rekwiżiti tal-akkwist u tal-awditjar;
- Tgħin fl-evalwazzjoni, l-ittestjar, u l-implimentazzjoni ta' sistemi godda tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) u s-soluzzjonijiet liċenzjati;
- Tikkollabora mal-fornituri tas-servizzi rigward ħsarat, aġġornamenti, tiġdid, u appoġġ;
- Tappoġġja lill-utenti fl-użu effettiv tal-applikazzjonijiet u l-ghodod standard tal-produttività ta' Ms Office;
- Tgħin lill-Maniġer tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) fit-tnejn u ż-żamma tal-kontijiet tal-utenti u d-drittijiet tal-aċċess;
- Tgħin fil-produzzjoni ta' gwidi bażiċi għall-utent, FAQs, u dokumentazzjoni interna tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) fejn meħtieġ;



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- Tgħin fl-implimentazzjoni u l-infurzar ta' kontrolli, politiki u proċeduri tas-sigurtà tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), inkluż il-ġestjoni tal-*passwords*, is-sigurtà tal-apparati u l-miżuri għall-protezzjoni tad-dejta;
- Tirrapporta u tassisti fl-investigazzjoni ta' incidenti tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), ksur tas-sigurtà, jew avvenimenti ta' telf ta' dejta;
- Tgħin fl-evalwazzjoni teknika tax-xiri relatat mat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), inkluż *hardware*, liċenzji tas-*software*, u servizzi ta' appoġġ;
- Iżomm reġistri tal-assi tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) aġġornati għat-tagħmir u s-*software* tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) tal-Aġenzija;
- Tappoġġja l-immaniġġjar taċ-ċiklu tal-ħajja tal-assi tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), inkluż l-użu, ir-riassenjazzjoni u r-rimi;
- Tappoġġja l-awditjar intern u estern billi tipprovdi informazzjoni u dokumentazzjoni rilevanti tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT);
- Żomm ruħha aġġornata dwar l-iżviluppi fl-aħjar prattiki tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), b'mod partikolari fir-rigward ta' soluzzjonijiet ibbażati fuq il-*cloud* u mmexxija mil-liċenzji;
- Tikkuntattja u taħdem mal-partijiet interessati rilevanti kif meħtieġ;
- Tipparteċipa f'laqgħat, taħriġ u konferenzi, lokalment u barra minn Malta, kif meħtieġ, u tiegħu l-minuti;
- Twwettagħ kwalunkwe dmir ieħor kif assenjat mill-Koordinatur Nazzjonali jew mir-rappreżentant tiegħu/tagħha;
- Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti tal-Ministeru rispettiv.

## Linji ta' Komunikazzjoni

Twieġeb lill: Maniġer tat-teknoloġija tal-informazzjoni u tal-komunikazzjoni

## 5. Rekwiziti tal-Eligibbilita'

### 5.1 Ċittadinanza

Sal-ħin u d-data tal-għeluq ta' din is-sejħha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- a. ċittadini ta' Malta; jew



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- b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija hawn fuq; jew
- e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew
- f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika.'

**Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunita` Malta u tat-Taqsima tal- Espatrijati fi ħdan Identita` skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.**

Il-ħatra ta' kandidati msemija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

## 5.2 Kwalifiki akkademiċi, esperjenza u profiċjenzi

- Fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 ECTS/ECVETS kif rikonoxxut mill-MQRIC permezz ta' dikjarazzjoni ta' rikonoxximent formali



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tal-MQRIC) fil-*computing* u/jew fit-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT), jew kwalifika professjonali komparabbli rikonoxxuta JEW fil-proċess li tinkiseb il-kwalifika rikonoxxuta fil-livell 5 tal-MQF jew ekwivalenti fi żmien 6 xhur mill-pubblikazzjoni tas-sejha; JEW tliet (3) snin esperjenza ta' xogħol rilevanti u b'ċertifikazzjoni rikonoxxuta fil-*computing* jew fit-teknoloġija tal-informazzjoni u tal-komunikazzjoni (ICT) fil-Livell 4 tal-MQF (b'minimu ta' 60 kreditu ECTS/ECVETS) jew kwalifika professjonali komparabbli rikonoxxuta kif rikonoxxut mill-MQRIC;

- Profiċjenti fil-Lingwa Maltija\* u Ingliza;
- Hila li tikkomunika kwistjonijiet tekniċi b'mod ċar lil utenti mhux tekniċi;
- Hila li taħdem b'mod indipendenti filwaqt li żżomm mal-proċeduri u l-kontrolli stabbiliti;
- Familjarità ma' mudelli ta' *software* liċenzjati, inklużi servizzi ta' abbonament u servizzi bbażati fuq il-*cloud*;
- Fehim bażiku tal-kunċetti tan-*networking*, l-immaniġġjar tal-aċċess tal-utenti, u s-sigurtà tal-*endpoints*;
- Esperjenza b'sistemi ta' *helpdesk*, għodod ta' appoġġ remot, u programmi standard ta' produttività ta' Ms Office se tkun ikkunsidrata b'hala vantaġġ;
- Kapacità li taħdem f'ambjent ta' tim.

\*Jekk il-kandidat/a magħżul/a ma j/tkunx profiċjenti fil-lingwa Maltija, i/tkun obligat/a li jlesti b'suċċess Kors tal-Lingwa Maltija biex j/tikseb profiċjenza fl-użu tal-lingwa Maltija qabel ma jintemm il-perjodu ta' prova.

### 5.3 Karattru morali tajjeb

L-applikanti jridu jkunu ta' karattru morali tajjeb.

L-applikanti li diġà qegħdin fis-Servizz Pubbliku għandhom jipproduċu *Service and Leave Record Form* (GP 47).

L-applikanti minn barra s-Servizz Pubbliku għandhom jipprezentaw Ċertifikat tal-Kondotta maħruġ mill-Pulizija mhux aktar minn sitt (6) xhur mid-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

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## 6. Sottomissjoni ta' dikjarazzjonijiet ta' rikonoxximent fir-rigward ta' kwalifiki

6.1 Bl-eċċezzjoni ta' dawk il-kwalifiki msemmija fl-artikoli 6.2 u 6.3 hawn taħt, l-applikanti huma meħtieġa jipproduċu dikjarazzjoni ta' rikonoxximent mill-*Malta Qualifications Recognition Information Centre* (MQRIC) fi ħdan il-*Malta Further & Higher Education Authority* (MFHEA). L-Applikazzjoni għar-Rikonoxximent tal-Kwalifiki (*Application for the Recognition of Qualifications*) tingieb onlajn minn

<https://services.ncfhe.gov.mt/CertificationApplication.aspx>

Kopja ta' din id-dikjarazzjoni għandha tiġi sottomessa mal-applikazzjoni u l-original irid jiġi ppreżentat waqt l-intervista.

6.2 Qabel ma jitolbu dikjarazzjonijiet ta' rikonoxximent skont l-artikolu 6.1 hawn fuq fir-rigward tal-kwalifiki tagħhom, il-kandidati għandhom l-ewwel jikkonsultaw mal-Lista ta' Fornituri Liċenzjati u Programmi Akkreditati (*List of Licensed Providers and Accredited Programmes*) tal-MFHEA, li tista' tiġi aċċessata fuq <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. L-applikanti huma eżentati milli jissottomettu dikjarazzjoni ta' rikonoxximent kif imsemmi fl-artikolu 6.1 jekk ikunu qed jippreżentaw kwalifiki elenkati hemmhekk. Kopja stampata ta' din il-lista, inkluża l-kwalifika, għandha tiġi ppreżentata mill-applikant/a.

6.3 L-ebda dikjarazzjoni ta' rikonoxximent mill-MQRIC mhija meħtieġa fir-rigward ta' kwalifiki maħruġa minn istituzzjonijiet Maltin li għandhom awto-akkreditazzjoni, bħall-Università ta' Malta, l-MCAST u l-ITS; jew kwalunkwe kwalifika Maltija li tkun ġiet akkreditata mill-MFHEA, u li fuq iċ-ċertifikati tgħid: *'The Malta Further & Higher Education Authority deems this certificate to be MQF \_\_\_'*.

## 7. Għażla tal-kandidati, pubblikazzjoni tar-riżultati u petizzjonijiet dwar ir-riżultati

7.1 L-applikanti eliġibbli jiġu intervistati minn Bord tal-Għażla biex biex jiġi ddeterminat min hu adattat għall-post.



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- 7.2 Il-kandidati għandhom jipprovdu dokument tal-identità originali u uffiċjali (karta tal-identità jew passport) għall-verifika waqt l-intervista.
- 7.3 Il-kandidati għandhom dejjem jipproduċu ċertifikati originali għall-verifika waqt l-intervista.
- 7.4 Ir-risultat tal-intervista jibqa' validu għal perjodu ta' sentejn mid-data tal-pubblikazzjoni. Ir-risultat tal-intervista se jservi biex jimtlew il-postijiet battala rikorrenti fil-post partikolari matul il-perjodu ta' validità.
- 7.5 Petizzjonijiet li joġġezzjonaw għar-risultat għandhom jiġu sottomessi permezz ta' ittra elettronika fuq [hr.eupa@gov.mt](mailto:hr.eupa@gov.mt). Il-petizzjonijiet għandhom jaslu għand l-Aġenzija tal-Programmi tal-Unjoni Ewropea fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tar-risultati tal-għażla.

## 8. Akkomodazzjoni raġonevoli għal persuni reġistrati b'diżabilità

- 8.1 Persuni reġistrati mal-Kummissjoni Nazzjonali Persuni b'Diżabilità (KNPD) jistgħu jingħataw akkomodazzjoni raġonevoli skont l-Artikolu 7 tal-Att tal-Opportunitajiet Indaq (Persuni b'Diżabilità) (Kapitolu 413 tal-Liġijiet ta' Malta), anki jekk ma jissodisfawx ir-rekwiziti għal din il-kariga/pożizzjoni b'mod sħiħ, sakemm ikunu jistgħu jwettqu, essenzjalment, id-dmirijiet relatati mal-post/pożizzjoni u sugġetti għall-approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.
- 8.2 Is-sottomissjonijiet skont din il-klawsola għandhom ikunu sostnuti b'dokumenti rilevanti li għandhom jinkludu wkoll evidenza dokumentata tar-reġistrazzjoni mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati biex jissostanzjaw in-nuqqas ta' rekwiziti ta' eligibilità sħaħ u għaliex huma mistħoqqa kunsiderazzjonijiet raġunati. Il-korrispondenza kollha għandha tiġi indirizzata lill-Koordinatur Nazzjonali tal-EUPA u l-KNPD għandha tinzamm ikkupjata.

## 9. Eżami Mediku

- 9.1 L-applikant/a magħżul/a j/tista' j/tintalab j/tagħmel eżami mediku biex jiġi aċċertat li hu/hija tajjeb/tajba għall-post.



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## 10. Żamma ta' Dokumenti

- 10.1 L-applikazzjonijiet l-oħra kollha jinżammu għal sena wara l-perjodu ta' validità ta' din is-sejha għall-applikazzjonijiet (sakemm, sadanittant, ma tkunx giet ipprezentata petizzjoni konnessa ma' din is-sejha għall-applikazzjonijiet).

*Verżjoni numru: 2026-V1-ICTO*

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